

**The Kentucky Board of Licensure for**  
**Marriage and Family Therapists**  
**January 23, 2014**  
**Minutes**

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The regular scheduled meeting of the Kentucky Board of Licensure of Marriage and Family Therapists was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky on January 23, 2014.

**Board Members Present:**

Ms. Sandy Miller, Chair  
Ms. Carolyn Miller-Cooper  
Ms. Mary Badami  
Ms. Marie Ruf  
Ms. Mary Ellen Yates  
Ms. Jane Prouty

**Occupations and Professions:**

Marcia Egbert, Board Administrator

**Office of the Attorney General:**

Angela Evans, Board Attorney

**Board Members Absent:**

Mr. Richard Hamon

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Chair Sandra Miller called the meeting to order at 11:24 a.m.

Elections of Officers were held as follows:

Chair: Mary Badami nominated Jane Prouty as Board Chair. Carolyn Miller-Cooper seconded the nomination. Nomination passed unanimously.

Vice Chair: Marie Ruf nominated herself for Vice Chair. Carolyn Miller-Cooper seconded the nomination. Nomination passed unanimously.

Secretary: Jane Prouty nominated Mary Badami as Secretary. Carolyn Miller-Cooper seconded the nomination. Nomination passed unanimously.

The Board reviewed minutes from December 19, 2013. Following review and discussion Mary Badami made a motion to accept the minutes with revisions. Marie Ruf seconded the motion. The motion carried unanimously.

The Board reviewed the FY14 Monthly Financial Report for July 1, 2013 through December 31, 2013. Carolyn Miller-Cooper made a motion to accept the report. Jane Prouty seconded the motion. The motion passed unanimously.

**O & P Report - January**

Marcia Egbert reported the following on behalf of Executive Director Gordon Slone:

**Database / On-line License Renewal Project**

This project continues to be a work-in-progress for the Office of Occupations and Professions. When the project was originally initiated, the Commonwealth Office of Technology (COT) had hoped for a “go-live” date of December 24th; however we now anticipate that the project will be completed in early June 2014. COT has provided a very definitive timeline to meet the June requirement and I am very confident that COT will be able to meet this deadline. The efforts of COT and O&P staff will provide enhanced security features for licensee data, increased utility for Board Administrators and a better user interface for licensees. I will monitor the progress of this project closely.

**Employee Self Service feature of KHRIS.**

Board members may use the Employee Self Service (ESS) feature of the Kentucky Human Resources Information System (KHRIS) to view per diem payments, reprint W-2s and set up direct deposit. The website for KHRIS is: <https://khris.ky.gov/irj/portal> To learn how to access ESS and what it offers to Board members, you may visit the Personnel Cabinet’s webpage below. This webpage has links to tutorials and instructional guides: <https://personnel.ky.gov/Pages/learning-KHRIS-ESS.aspx>. For your reference, I have attached an information sheet with this report.

**Budget Process.**

The Office of State Budget Director (OSBD) is preparing the Governor’s Recommended Budget and that Recommended Budget will be presented by Governor Beshear on Tuesday, January 21st. The Governor’s Recommended Budget is typically posted on the Office of State Budget Director’s website shortly after the Governor’s Address starts. The OSBD website is <http://osbd.ky.gov/>. The Legislature will then have hearings on the proposed budget. The House of Representatives will prepare its version of the budget which is then sent on to the Senate for its review. The Senate will then prepare its version of the budget and a House-Senate conference committee can then be convened to reconcile differences between the two versions of the budget. The budget bill is then sent to the Governor for his approval; but he can veto items of the budget before it is enacted (by April 15, 2014). The Public Protection Cabinet’s Division of Budgets will track the changes to the budget during each step of the process and the Office of Occupations and Professions may be called upon to explain impacts of the budget as well.

**2014 Kentucky General Assembly.**

The Kentucky legislature convenes in regular session on January 7, 2014. Please contact me for any matters on which your Board may need administrative or budget information from the Office of Occupations and Professions.

**Vacant Board Administrator Position**

The Office has received the list of applicants for the vacant Board Administrator position and will select candidates for interviews. The Personnel Cabinet will review that list to ensure that the candidates meet the minimum requirements for the position. Once the

approved list is received from the Personnel Cabinet, the Office will conduct interviews for the vacant position. After the Office has conducted interviews, we will determine whether any of the candidates will be recommended for appointment. If the recommendation is made, and accepted, we will then be able to move forward with hiring the new Board Administrator. Please remember that our Board Administrators and Administrative Section Supervisor are performing the work of the vacant Board Administrator position in addition to their regular work.

### **Upcoming Vacancy – Resource Management Analyst II**

Justin Turner, our Resource Management Analyst (RMA), has given notice that he is transferring to a different cabinet after the end of January. We wish Justin the best in his new position and appreciate his service. The RMA is our in-house information technology employee and we will begin the process of filling that vital position as soon as possible.

### **Availability of Executive Director**

I have had the pleasure of meeting individually with many, but not all, of the Boards administered by the Office of Occupations and Professions. I hope to become familiar with all the Boards by visiting with them during their scheduled meetings. Please let me know if your Board would like me to stop by on a particular meeting date.

If you have any questions regarding this report, please do not hesitate to contact Mr. Slone at [gordon.slone@ky.gov](mailto:gordon.slone@ky.gov) or 502-564-3296 ext. 224.

### **Attorney Report**

Angela Evans reported that she had reviewed the draft amendments regarding Board Approved Supervisors being required to be licensed in Kentucky and/or another state and the change in CEU's but has not completed them. She stated that she needs the revised forms to complete the changes. Marcia Egbert stated that she will contact Ms. Evans so that they can work on finishing up the forms and regulations to present to the Board at the next meeting.

### **Old Business**

Responses to Old Business from the November 21, 2013 meeting were reviewed and discussed.

- a. Frequently Asked Questions - Ongoing
- b. Revised Forms - The Revised Forms is a work in progress. Ms. Egbert hopes to have them ready for review at the next Board meeting.
- c. Response to letter from Piper Clark – Education needed for MFT license
- d. E-mail from Jennifer Moore regarding new provider types for KY Medicaid Expansion Notification has been posted on the website.
- e. The AMFTRB Report was handed out and Ms. Miller stated that she has requested a copy of the by-laws and she would forward them to the Board members when she receives them.
- f. Ms. Egbert is in the process of completing the Board Approved Supervisor list

and placing it on the website and will send letters to those approved. She will also send termination letters to those that are no longer approved.

g. Response to letter for Leon T. Webber, D.MN., LMFT regarding Long Distance Therapy and Supervision

h. Respons to Joy Marie's e-mail regarding requirements for licensure based on her current Masters of Arts in Holistic Health.

i. Response to Dawn Messing regarding clock hours for Continuing Education.

j. Reminder that elections for Board will be held in January.

k. Marie Ruf submitted information on the Board of the Clinical Applications of the Principles in Treatment of Addictions and Substance Abuse (CAPTASA) 14<sup>th</sup> Annual Conference to be held January 24-25, 2014.

No further action was taken.

### **New Business**

a. An invoice was received from the Association of Marital and Family Therapy Regulatory Boards (MFTRB) for Annual Membership Dues. Jane Prouty made a motion to pay the dues. Mary Ellen Yates seconded the motion. Ms. Egbert will forward the invoice to the Fiscal Department for payment.

b. The Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) Call for Comment – Proposed Accreditation Standards Version 12, 2<sup>nd</sup> Draft was received by Ms. Egbert and forwarded to all Board members prior to the meeting. There were no recommendations from the Board.

c. Richard Hamon informed Ms. Egbert via e-mail that he will be resigning from the Board for health reasons. Ms. Egbert asked that he submit a letter of resignation and she will forward to the Executive Director to be forwarded to the Governor's Office.

d. The Board reviewed the Frequently Asked Questions and answers. After questions and answers were corrected, the Board members will forward the updated questions and answers to Ms. Egbert for consolidation.

e. The revisions of the forms were discussed. Ms. Egbert will complete and will meet with Ms. Evans for confirmation of forms to be used with the regulation changes to be sent to LRC.

### **Complaints/Other Legal Matters**

The Complaint Committee reported that all complaints are pending.

- a. 2011-007
- b. 2013-003
- c. 2013-004
- d. 2013-006
- e. 2013-007
- f. 2013-009

### **Status Report:**

Active Permits for Marriage and Family Therapy Associates	– 128
Total Active Licensee's	– 663
Total number of inactive licensees	– 4

Exam Results this month. None

### **Application Review:**

Mary Badami made a motion to approve all applications, renewals, audits and CEU Provider Applications as reviewed and recommended by the committee this morning prior to the Board Meeting. Mary Ellen Yates seconded the motion. The motion passed unanimously.

Marie Ruf made a motion to approve the ratification of applications, renewals, audits and Provider Applications reviewed following the last Board meeting and prior to this meeting. Mary Ellen Yates seconded the motion. The motion passed unanimously.

### **Associates:**

The following application for Marriage and Family Therapist Associate was approved: *Julie M. Barry*

The following Plans of Supervision for Marriage and Family Therapist Associates were approved: *Julia D. Dodson, Michelle A. Holbrook, Kim E. Jackson*

The following Plans of Supervision for Marriage and Family Therapist Associates were approved with provisions:

The following Renewals for Marriage and Family Therapist Associates were approved: *Laura Ivey, Amanda Norman, Tasha Smith*

The following Renewals for Marriage and Family Therapist Associates were approved with provisions: *Maria Anderson, Whitney Brainard, Alicia Durham, Jennifer C. Hoertz, Kimberle Scruggs*

The following Renewal for Marriage and Family Therapist Associate was deferred: *Dawn Clinksale*

The following Renewals for Marriage and Family Therapist Associates were denied: *Daniel Shane Hall, Constance Quick*

### **LMFT:**

The following applications for licensed Marriage and Family Therapists were approved: *Mary Angela Arbaugh, Elizabeth Suzanne Combs, Lyle Edwards, JoAnne S. Morris, Mathew Cole Young*

The following application for licensed Marriage and Family Therapist was deferred: *Jennifer Nicole Woods*

The following Renewal Audits for Marriage and Family Therapist were approved: *Diana Caillouet, Gary Pennington, Mitzi Richardson*

The following Renewal Audit for Marriage and Family Therapist was deferred: *Jeanette Coufal*

The following applications for reinstatement as licensed Marriage and Family Therapist were approved: *Bonnie Sue Boyce, Marilyn Gauss*

Ratification of Online Renewals from 12/18/2013 through 1/22/2014 for Marriage and Family Therapist were approved: *Carlyn L. Altman, Kimberly Dale Bailey, Rebecca Bazzle, Stephen Joseph Boyd, Georgette M. Brackett, Gregory Winters Brock, Melanie Renee Carter, Raeko L. Diemer, Sally Faith DiGiovanni, William Patrick Doyle, Barbara P. Driskill, Michele Rene Durkalski, Jan E. Edwards, Jeffrey A. Felty, Elizabeth M. Fitzgerald, David Lloyd Fullen, Wayne T. Galloway, Marilyn Kay Gauss, Rose M. Geiser, Chandra Renee Heath, Barbara Hedspeth, Margaret Mary Heely, Elizabeth Hurt, Megan Elizabeth Kissel, Jean Dunman Koehler, John N. Kravic, Lou Ann Kruse, Stefani Renee McElheney, Julie A. Metzger, Linda P. Million, Marisa Musto, Abigail Elaine Nordquist, Jon Patrick O'Keefe, Natasha Pieczynski, Donald L. Preuss, Jannine Sayago-Gonzalez, John W. Strachan, Jr., Jamie Michelle Stumbo, Mary Lynn Thieneman, Harold R. Togle, Joyce Lynn Chaddic Wagner, Kenneth R. Walker, Jesse Patrick Waltz, Nicole Yvette Ward, Keith W. Williams, Max Alan Wineinger, Ernest H. Woodworth*

Approved Continuing Education Applications are posted on the website at <http://mft.ky.gov> under Resources/Continuing Education.

The next meeting of the Marriage and Family Therapy Board has been scheduled for February 27, 2014 at 911 Leawood Drive, Frankfort, KY. Committees will meet at 8:30 a.m. with the Board Meeting to follow at 10:30 a.m.

Marie Ruf made a motion that Travel and Per Diem be paid to those who attended the regular Board Meeting on January 23, 2014. Carolyn Miller-Cooper seconded the motion. The motion passed unanimously.

The RFP for an investigator was brought up. Ms. Egbert reported that Susan Ellis told her that she did not have anyone submit an application. It was discussed as a possibility to take some copies of the RFP to the KAMFT Conference and see if we could find someone to apply. Ms. Egbert will check with Ms. Ellis to see if this is a possibility. If so, Ms. Egbert is to send the copies to Ms. Prouty.

The Marriage and Family Therapy Board meeting was adjourned by Chair Sandy Miller at 1:37 p.m.

Respectively Submitted:

Marcia Egbert, Board Administrator

Welcome to Kentucky State Government! As a new employee, please make yourself familiar with **The Kentucky Human Resource Information System (KHRIS)**, an on-line self-service center. This system contains Employee Self Service/Manager Self Service (ESS/MSS) functionality which provides employees access to establish/update:

- Banking information-for example, setting up direct deposit
- Tax information-for example, completing Kentucky Withholding (K-4) and Federal Withholding (W-4) forms
- Life Insurance-for example, specifying your beneficiaries
- Address changes-for example, changing your mailing address

Information regarding the KHRIS Employee Self Service can be viewed at the below link:

<https://personnel.ky.gov/Pages/learning-KHRIS-ESS.aspx>

As a new employee you will need to complete the Employee Self Service (ESS) e-learning course at: <https://hr.personnel.ky.gov/ESSCourse/course.htm>

**Directions on accessing KHRIS for the first time:**

- Access the KHRIS portal from the following link: <https://khris.ky.gov/irj/portal>
- Once on the log-in screen, click the "New User/Reset Password" link.
- New users will be asked to register by entering a user ID and creating a password. Your *employee user ID* is: Your user ID is the same as your employee ID, located at the top of your paystub.
- Click the "Validate" button.
- For security purposes, the system will ask you a number of questions (including last name, date of birth, etc.).
- Once these questions are answered, a temporary password will be provided. Copy this temporary password (using the "control" and "c" keys).
- Click "exit," enter your user ID and paste the temporary password on the KHRIS login screen (using the "control" and "v" keys).
- Once you're granted access to the system, you will be prompted to change your password.

**REMINDER:** As a new employee, you must complete the direct deposit set-up in the KHRIS Employee Self Service (ESS) and select to receive your salary statement electronically.

Directions to complete these items can be found at:

<https://personnel.ky.gov/Pages/DirectDepositPolicy.aspx>

If you experience technical problems while accessing KHRIS, please contact the KHRIS help desk at: <https://hr.personnel.ky.gov/Pages/ReportAnIssue.aspx>